

Calculation of Converted Sick Leave

Was your combined
Program I and Program II
sick leave balance at least
144 hours at the beginning
of the first pay period of
the calendar year?

No Try again next year.

Yes

Calculation of Amount to be Converted:

Amount of Program II sick leave
earned in calendar year

Less: 64 hours

- 64.00

Equals*

Less: # of combined sick Leave Hours
used during the calendar year

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Equals: Amount available for Conversion*
(Maximum hours of converted sick leave
an employee may accrue in Program I and
Program II combined is 320)**

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* If amount is zero or less, do not continue, try again next year.

** If the employee has the maximum accrued in converted sick leave,
these hours will be added to the annual leave account balance.

Per UCA 67-19-14.1, employees may continue converting sick leave until January 1, 2014. On or after January 1, 2014, employees may no longer convert sick leave, but existing converted sick leave balances will remain on the books until the employee uses them, retires, or terminates employment.